

Bookstore Charge

Eligibility Bookstore charging is permitted to eligible students who have sufficient financial aid (grants, loans, scholarships) to cover all of their tuition, fees and bookstore transactions. Students may view how much financial aid is available to purchase books at my.cotc.edu > COTCconnect > Students > My Financial Aid > Bookstore Charge Transactions. To charge books & supplies, students must provide their COTC photo ID with the correct seven digit student ID number. COTC IDs are available at the Public Safety Department in the John L. and Christine Warner Library & Student Center. Purchases will be reflected on student accounts. Students are responsible for paying for book charges out of pocket if financial aid is reduced/revoked.

When Can I Purchase My Books? In general, bookstore charging and web ordering can begin up to 10 days before the semester starts and continues until the fourth Friday of the semester. For your convenience, the bookstore is open extended hours during the week before and first week of every semester. Visit the Newark Campus Official Bookstore web page, cotc-newark.bncollege.com for store hours.

Where Can I Find Out What Textbooks I Need? Textbook information can be found either via the links in Registration or at the Newark campus official bookstore web page, cotc-newark.bncollege.com. If you are going directly to the website, select the Term, Department, Course and Section to locate your books. For additional assistance, contact the bookstore at **740.366.9277**.

Can I Charge Textbook Rentals? Yes, students may rent textbooks. Information is available at cotc-newark.bncollege.com. Any fees incurred by students for not returning the textbook(s) will be charged to the credit card on file with the bookstore not to the COTC student accounts.

Can I Buy Textbooks At an Extended Campus? Yes, students can access the Newark campus bookstore web page, cotc-newark.bncollege.com, to shop for books. Once books are selected, proceed to the shopping cart to confirm the items needed. Students will proceed to the Checkout to select either Newark pickup location or ship to address (standard ground is one-day service anywhere in Ohio) and the method of payment. If using financial aid to purchase books, students must enter their COTC seven digit ID number. Please allow up to 48 hours for processing time during extended hours.

Can I Return Items Purchased with Financial Aid? Returns will be handled similar to any other bookstore returns according to return book policy and no later than the last date to return. NO CASH REFUNDS will be given for charged books and supplies. Returned items will show as a credit on the student accounts. Return privileges are limited and students must have an original dated receipt. The dates are printed on the bottom of the sales receipt. Books and materials must be in the same condition as when purchased.

Can I Buy Books Somewhere Else? Yes, students may purchase books anywhere but will not be able to charge the books using financial aid.

Newark

1179 University Drive
Newark, Ohio 43055
740.366.9222

Coshocton

200 North Whitewoman Street
Coshocton, Ohio 43812
740.622.1408

Knox

236 South Main Street
Mount Vernon, Ohio 43050
740.392.2526

Pataskala

8660 East Broad Street
Reynoldsburg, Ohio 43068
740.964.7090



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Eligibility Checklist:

- Must be enrolled in an eligible program
- Received Award Notification
- Satisfactory Academic Progress
- For students securing loans:
 - Loan Entrance Counseling & Master Promissory Note completed
 - Loans accepted
- No Federal Grant Repayment/Overpayment Owed
- No Federal Student Loan default

What Can Be Purchased?

- Book bag (limit of one)
- Calculators (must have syllabus to purchase)
- Notebooks/paper
- Packets
- Reference materials
- Software (must have syllabus to purchase)
- Textbooks, e-text, and rentals
- Writing instruments
- Travel Drive
- Laptops (up to \$900, limit of one, non-returnable)
- Tablets (up to \$400, limit of one)
- Tablet or laptop sleeve
- Other required educational expenses (supplies and uniforms)

Be responsible about your purchases.

Your charges will be reflected on your student account.

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